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CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

28 May 1962

MEMORANDUM FOR: Director of Logistics

SUBJECT: Heat, Ventilation, and Air Conditioning Problems

REFERENCES: a) Memo for the DD/S from AD/CR, dated 23 April 1962.
b) Memo for the AD/CR from AAD/Logistics, dated 11 May 1962.

1. Several unsatisfactory working areas reported by OCR during the week of 21 May are identified in the attached memos. Only with the use of electric heaters were personnel able to work in 1H28, 1H40, and the 1H51 area. Employees in 2G22, 24, 24a were forced to wear coats the majority of the time. On the other hand, extreme heat or lack of air continued to be a serious problem in the following rooms: 1G23, 1G27, 1G31, 1G53, 1G55, 1G81, Library Mezzanine 1E41, and Library Stack Level II.

2. It is urgent that these areas be given priority attention.


Chief, Administrative Staff

25X1

Enclosures:

Memos from BR, SR, IR, LY

Distribution:

Orig & 1 - Addressee
1 - Each Division Chief
2 - Admin Staff

OCR/AS: nk

25X1

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